

Meeting and Event Policies

Function Requirements

All meeting requirements, menu, and other food and beverage selections should be confirmed no later than 14 days prior to the function date. Changes in banquet or meeting room arrangements within 24 hours of scheduled starting time may be subject to additional labor charges.

Food and Beverage Service

All food service must be supplied by Kellogg Catering. All alcohol service must be supplied by the Kellogg Catering. Food and beverages (alcoholic and non-alcoholic) are not permitted to be brought into the conference or banquet areas by a guest(s) of Kellogg Catering. No food prepared and served by Kellogg Catering will be permitted to leave the premises. Kellogg Catering cannot guarantee that allergens were not introduced during another stage of the food supply chain process or, inadvertently, during preparation. GF indicates gluten-friendly menu selections, V indicates vegetarian menu selections, and VG indicates vegan selections. **Deliveries made to a building/location on the campus of Michigan State University require a minimum food/beverage order of \$250. Deliveries made to a building/location off the campus of Michigan State University require a minimum food/beverage order of \$400 and subject to a \$150 delivery fee, per delivery.** The minimum requirement does not include the service charge (21%) and Michigan sales tax (6%). For an event with multiple delivery times and/or locations, additional delivery/transportation charges may apply.

Food and Beverage Pricing

If the event is not held within the year that the estimate is given, food and beverage prices may be subject to a price increase of not more than 10% year over year.

Bartender Charges

A bartender fee of \$75.00 will be assessed on each hosted or cash bar when sales do not exceed \$250.00 per bar, or when an additional bartender is requested.

Alcohol Service Policy

In keeping with our commitment to responsible service of alcohol in a university setting, Kellogg Catering will: A) request identification from all guests who appear to be under the age of 30; B) not serve alcoholic beverages to guests without proper ID; and C) not serve doubles, shots, shooters, or multiple liquor drinks containing more than three liquors (e.g. Long Island Iced Tea). Only single drinks will be dispensed to patrons. The catering manager of Kellogg Catering reserves the right to refuse alcoholic beverage service to an individual or group. Alcoholic beverage service will not exceed five hours per event.

Beverage Orders

Kellogg Catering provides extensive beverage options through its banquet menu selections. The event will be charged for all beverages that are ordered per bottle and must be ordered by the case, excluding house wine. Wine orders, with the exception of house wine, must be confirmed 10 days in advance; bottles will be ordered and billed based on this number. Any beverages, excluding liquor, not consumed during the event will be available to the on-site contact upon conclusion of the event. If an event requires beverages that are not available on the regular catering menu, those beverage selections may be ordered through the Kellogg Catering. All selections rotating on availability. Product substitutions based on supply will be equal to or greater than current product.

Please add applicable service charge and state sales tax to all food and beverage items. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness. We cannot guarantee that allergens may not have been introduced during another stage of the food chain process or, even inadvertently, during preparation.

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Pricing

A service charge is added to food and beverage prices, as well as audio-visual prices to offset facility maintenance and administrative costs. Michigan sales tax is applicable to the service charge unless the entity is Michigan sales tax exempt. See booking contract for service charge rates. The service charge does not replace a gratuity for the servers and/or catering staff. Service charge estimates are subject to increase. If the event is not held within the year that the estimate is given, service charges may be subject to an increase of not more than 10% year over year.

Entrée Selection and Substitution

The Kellogg Catering will provide entrée substitutions for dietary or religious purposes, provided that (A) the client supplies the requested number of substitution entrées not less than three business days before the catered event and (B) the number of substitute entrées requested is less than 10% of the minimum guarantee of attendance, as indicated in the booking contract with the Kellogg Catering. If the client does not provide substitution requests in accordance with the timeline described above, the Kellogg Catering has no obligation to provide substitute entrées. Kellogg Catering may try to accommodate these requests, however an additional charge for the substitute entrée and the main entrée will be assessed, along with any additional service charges.

Multiple Entrée Selections

If two entrée selections are ordered, a \$1.00 multiple entrée fee will be assessed for each selection. If three entrée selections are ordered, a \$2.00 multiple entrée fee will be assessed for each selection. Multiple entrée selections will be prepared for the guarantee only (no 5% overage). Any changes to entrée selections at the time of the event will be charged in addition to the entrées guaranteed and prepared. The client will be responsible for providing nametags or place cards to indicate entrée selections.

Labor Charges

A labor charge of \$50 will be assessed for meal functions of less than 20/25 people. A labor charge of \$20 per server, per hour will be assessed for butler-style served hors d'oeuvres. A labor charge of \$25/\$75 per staff/chef attendant will be assessed for selections that require a chef attendant.

Damage, Repair, and Maintenance Charges

Kellogg Catering reserves the right to inspect and control all events held at facilities managed by Kellogg Catering. Costs arising from damage to the premises will be charged to the representative making the arrangements. Additional labor charges will be charged to events if more than standard clean-up is required. Fees will be assessed by Kellogg Catering at the close of the event.

Equipment, Materials, and Decorations

Due to limited storage, Kellogg Catering cannot store flowers or cake. All materials, equipment, and decorations will need to be removed at the conclusion of your event. Kellogg Catering will assist with the setup of favors and place cards only. Glass enclosures are required for any candles. Glitter, feathers, confetti, or metallic chips are not permitted. Decorations may not be hung from the ceiling or walls. Kellogg Catering may provide China and Linen for your event. Please see our menus for options and pricing.

Event Signage and Banners

If the client would like a banner to be hung in the Huntington Club and/or MSU Union, prior approval and coordination with the Huntington Club and/or MSU Union staff is required. Please provide banners 24 hours in advance for proper hanging. No posters or signs may be located or hung in the Huntington Club and/or MSU Union without prior written permission from the Huntington Club and/or MSU Union management. Scotch tape, nails, pushpins, or other potentially damaging fasteners may not be used to hang signs or other materials on walls of the Huntington Club and/or MSU Union. Easels are available for rent on a limited basis for information purposes. Please contact your conference services manager should you have questions about a banner or signage.

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Audio-Visual and Equipment Needs

All special equipment and services can be arranged with our conference services department. For your convenience, the Huntington Club and/or MSU Union provide full audio-visual services in the Huntington Club and/or MSU Union. Kellogg Catering requests that conference services be notified in advance of any equipment that will be provided by the client.

An audio and/or visual service fee of \$75.00 per room will be incurred for audio-visual equipment that is provided by the client. The fee includes an audio-visual cart, extension cord, and technical support. Audio-visual price estimates are subject to increase. If the event is not held within the year that the estimate is given, audio-visual prices may be subject to an increase of not more than 10% year over year.

Function Space

If the event's attendance numbers are significantly different than those described in the booking contract, Kellogg Catering reserves the right to adjust the room assignment based on actual attendance numbers. The event is required to observe the schedules described in the booking contract and the event must vacate its assigned rooms according to that schedule. Kellogg Catering reserves the right to charge for room usage outside of the scheduled times, plus additional service charges arising from such usage.

Room Rates and Rental Fees

Event fees are based on attendance numbers provided by the client and bundled services provided by Kellogg Catering. Revisions in the event minimum attendance, times, date, or meal functions may necessitate the revision of the room rates and rental fees. Accordingly, Kellogg Catering reserves the right to revise the fees for the event if the event's commitments change.

Outdoor Events

Tent rentals are available for offsite outdoor functions. Please contact your conference services manager for pricing. Events contracted outdoors are contingent on weather conditions. Kellogg Catering's banquet department will communicate with the contracting party if Kellogg Catering determines the weather conditions are not safe to hold an event outdoors. Kellogg Catering reserves the right to delay or cancel the event up to two hours prior to event start time due to inclement weather.

Security

The Huntington Club and/or MSU Union reserve the right to require additional security services to monitor events held at facilities managed by Kellogg Catering at the client's expense. The Huntington Club and/or MSU Union will provide advanced notice if security will be required and will invoice the event for the additional fees associated with security.

Limitation of Liability

Kellogg Catering's performance under this agreement is subject to acts of God, war, government regulation, terrorism, strikes, civil disorder, curtailment of transportation, or acts preventing the delivery of foods and beverages, or any other emergency of comparable nature beyond the control of the management of Kellogg Catering that in each case makes it impossible to perform its obligations under this agreement. Kellogg Catering shall not be responsible for the damage to, or loss of, any merchandise or articles left prior to, during, or following an event. In no event will Kellogg Catering be liable for the loss of profit or indirect or consequential damages whether based on breach of contracts, warranty, or otherwise.

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